

ANNUAL CERTIFICATION FOR EXTERNAL IRMS USERS

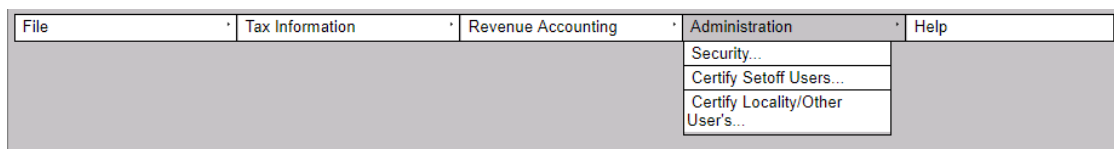
Within the ARWeb application, Primary Set-Off Administrators/Supervisors are required to certify annually the AR Web access for users within their locality offices and/or setoff agencies. The certification is performed within the AR Web application from **June 3 – July 12, 2019**.

Use the following steps to certify staff requiring access to AR Web and to revoke access for staff no longer needing access.

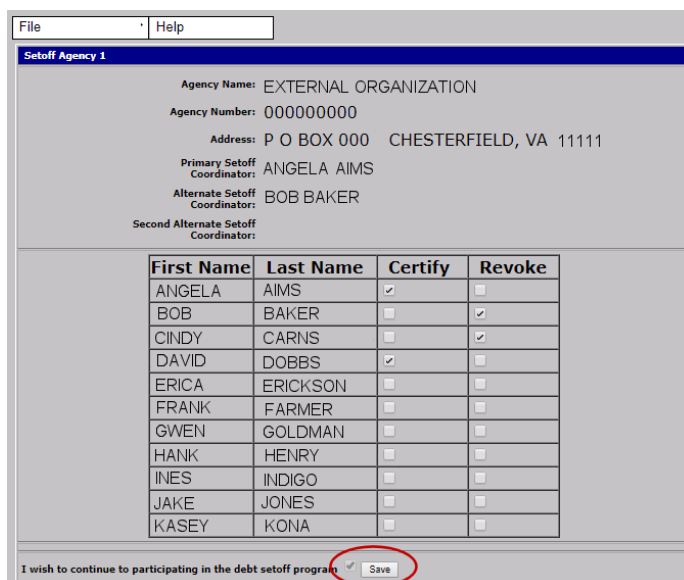
1. Open AR Web and click the **Administration** menu on the desktop.
2. A menu option appears for setoff agencies to certify their users, while another menu option appears for local offices/others.

NOTE: Local offices also registered as setoff agencies will see both roles as menu options. These local offices will need to certify their Setoff users, and then repeat the steps again to certify their Locality/Other users.

3. Click **Certify Setoff Users** or **Certify Locality/Other User's** (as applicable).



4. A window opens listing staff currently with AR access. For each user listed.
 - A. Determine if AR access is required for the person.
 - Click the **Certify** box to indicate access is still required.
 - Click the **Revoke** box if access is no longer required for the person.
 - B. If you are a Set-Off agency, click the checkbox indicating that your agency wishes to participate in the set off program and click the **Save** button.
 - C. If you are a locality, click the **Save** button at the bottom of the window to save your entries when you have finished.



Setoff Agency 1

Agency Name: EXTERNAL ORGANIZATION
 Agency Number: 000000000
 Address: P O BOX 000 CHESTERFIELD, VA 11111
 Primary Setoff Coordinator: ANGELA AIMS
 Alternate Setoff Coordinator: BOB BAKER
 Second Alternate Setoff Coordinator:

First Name	Last Name	Certify	Revoke
ANGELA	AIMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BOB	BAKER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CINDY	CARNS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DAVID	DOBBS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ERICA	ERICKSON	<input type="checkbox"/>	<input type="checkbox"/>
FRANK	FARMER	<input type="checkbox"/>	<input type="checkbox"/>
GWEN	GOLDMAN	<input type="checkbox"/>	<input type="checkbox"/>
HANK	HENRY	<input type="checkbox"/>	<input type="checkbox"/>
INES	INDIGO	<input type="checkbox"/>	<input type="checkbox"/>
JAKE	JONES	<input type="checkbox"/>	<input type="checkbox"/>
KASEY	KONA	<input type="checkbox"/>	<input type="checkbox"/>

I wish to continue to participating in the debt setoff program ☒ **Save**

After clicking **Save**, the application transmits your entries to Virginia Tax. If you did not certify **all** of the users listed, you can return to the screen prior to the date of certification.

- Users you have previously certified will have a certification date.
- Revoked users will either have *Requested* indicators, or their names will have been removed completely from the listing once the access is removed by the Admin.

D. *If applicable*, repeat Steps 3A & 3B for any remaining users with **Certify/Revoke** boxes.

Setoff Agency 1

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 Agency Number: 000000000
 Address: P O BOX 000 CHESTERFIELD, VA 11111
 Primary Setoff Coordinator: ANGELA AIMS
 Alternate Setoff Coordinator: BOB BAKER
 Second Alternate Setoff Coordinator:

First Name	Last Name	Certify	Revoke
ANGELA	AIMS	Certified on 05/02/2019	
BOB	BAKER		Requested
CINDY	CARNS		Requested
DAVID	DOBBS	Certified on 05/02/2019	
ERICA	ERICKSON	<input type="checkbox"/>	<input type="checkbox"/>
FRANK	FARMER	<input type="checkbox"/>	<input type="checkbox"/>
GWEN	GOLDMAN	<input type="checkbox"/>	<input type="checkbox"/>
HANK	HENRY	<input type="checkbox"/>	<input type="checkbox"/>
INES	INDIGO	<input type="checkbox"/>	<input type="checkbox"/>
JAKE	JONES	<input type="checkbox"/>	<input type="checkbox"/>
KASEY	KONA	<input type="checkbox"/>	<input type="checkbox"/>

I wish to continue to participating in the debt setoff program ☒ Save

5. Click **File > Close** menu option to return the AR Web desktop.

Remember:

- Certification is not complete until each user listed has had their access either Certified or Revoked.
- Local offices with the additional role of setoff agencies will need repeat steps for the users listed under each role (*Setoff Users* or *Local/Other Users*) listed in the **Administration** menu.
- Email **IRMS Certification Support** (tax-setoffcertification@tax.virginia.gov) if you have any question about the certification process.